



## **JOB DESCRIPTION**

### **Baby Booster Program Manager**

The Program Manager oversees the coordination and administration of all aspects of Baby Booster including planning, organizing, coordinating and leading program activities. Baby Booster aims to address social determinants of health for young children and their families in the Lents Neighborhood and Jade District of outer southeast Portland. The program is affiliated with Best Babies Zone, a national maternal child health initiative.

As an organization, ROSE is committed to equity, social and environmental justice and addressing racial and ethnic disparities. We use an equity framework in planning, program development and evaluation. ROSE is an equal opportunity employer.

#### **DUTIES:**

The Program Manager works with community members, partners and program staff to:

1. Provide leadership to collectively create the vision and plans for Baby Booster as a team member at ROSE.
2. Organize partners to develop and implement effective programs.
3. Identify and work with community partners toward shared goals to affect collective impact around issues of poor birth outcomes, environmental stressors and social determinants of health.
4. Support collaborative fundraising through foundation grants and government contracts.
5. Raise community awareness and educate about available services, the status of relevant legislation and the information regarding zonal approaches to public health and other related maternal child health issues through newsletters, printed materials, public speaking and other means.
6. Coordinate outreach staff and case management staff assigned to the zone.
7. Represent the organization in the community as needed.

#### **QUALIFICATIONS:**

Applicants must have experience in organizing and building community collaboration, preferably including both high-level and grassroots stakeholders.

#### **ESSENTIAL KNOWLEDGE AND SKILLS:**

Applicants must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate that the essential functions of the job can be performed. Examples of skills that are needed to perform this job include:

1. Successful meeting and group facilitation skills with attention to and experience with equitable engagement and managing power dynamics.
2. Ability to work effectively in groups and collaborative environments.
3. Familiarity with the collective impact approach to social change.
4. Ability to engage multi-sector partners to work toward improving health outcomes.
5. Establish and maintain positive working relationships with others – both internally and externally – to achieve the goals of the organization.
6. Ability to advocate for and commit to agency and program goals.
7. Working knowledge of issues surrounding poor birth outcomes and infant mortality.
8. Ability to communicate complex information clearly and concisely – both orally and in writing – with diverse impacted communities, government entities, the media, donors and others critical to the organization’s success.
9. Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
10. Ability to assess problem situations, identify causes, process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
11. Self-motivated and disciplined.

Transferable skills are any skills you have gained through education, work experience or life experience that are relevant for this position. Be sure to describe any transferrable skills on your application and clearly explain how they apply to this position.

### **HOURS:**

Full-time position (30-40 hours per week). Irregular work hours include some evenings and weekends.

### **JOB REQUIREMENTS:**

The job involves travel in outer southeast Portland and other parts of the Portland area. Reliable transportation is required. The position is supervised by the ROSE Executive Director.

### **COMPENSATION PACKAGE:**

Wage range is between \$42,000 and \$52,000 annually, depending on experience and performance. Employees at 20 hours per week or more are eligible for medical, dental, life insurance and retirement benefits as described in the ROSE personnel policies.

### **SUBMISSION/TIMELINE**

Application materials should be submitted electronically to [info@rosecdc.org](mailto:info@rosecdc.org) by 5:00 p.m. Pacific Standard time on Monday, October 2, 2017. Complete applications will include your resume, your responses to the essay questions and a completed employment application.

Baby Booster Program Manager

Essay Questions

August 2017

1. What motivates you to work as the Baby Booster Program Manager?
2. Describe your experience and approach to leading multi-party collaborations.